

**POLICY NO.44 – Risk Management & Health & Safety Policy**

REV: 04 DATE: 16.08.2021

**Policy Statement**

At Killorglin Community Childcare Centre CLG (T/A Scamps & Scholars Childcare Centre), we are committed to safeguarding children, staff, parents and all visitors to our centre. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, staff, parents and visitors to be.

**Principle**

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Safety, Health & Welfare at Work Act (2005).

**Rationale**

Risk is a part of everyday life in the early childhood setting and is something we are well accustomed to responding to. We continue, on a daily basis considered all potential hazards that may occur on an outing or during children's play activities. Undertaking a risk assessment leads to a safer environment for children, staff and parents. This Policy sets out our procedure for assessing any potential risks to the safety of the children attending your service, and identifying the steps taken to either eliminate or mitigate those risks.

**Who is responsible?**

All staff members have a role to play in dealing with risk. However, risk is ultimately the responsibility of the governing body alongside the manager of the facility. The risk management policy is appropriate to the size and needs of our service and monitored on an ongoing basis. All staff and volunteers are must comply with this policy. Communication of the policy will be the responsibility of the management team to relay to the greater body of staff.

**HEALTH & SAFETY**

Scamps & Scholars will ensure that it takes all reasonable precautions in relation to the health and safety of employees working and the children in our care, in the service.

Scamps & Scholars has a Safety Statement stating the management's written programme for safeguarding safety and health in the workplace. It specifies the manor, organisation and resources necessary for minting and reviewing

safety and health standard, which is signed by all staff members. (Child Care (Pre-school Services) (no 2) Regulations 2006 and Child Care (Pre-school Services (No 2) (Amendment) Regulations 2006 Part II, 6 First aid, 7 Medical Assistance, 8 Management & Staffing, Part IV, 16 Fire Safety Measures, Part V, 18, Premises and Facilities, 19 Heating, 22 Sanitary Accommodation, 25 Equipment & Materials, 27 Safety Measures, 28 Facilities for Rest and Play) (Siolta Standard 9: Health and Welfare, Siolta standard 15: Legislation & Regulation)(National Standard 17: premises, National Standard 18: Facilities, National Standard 20: Safety)

### **Statement of Intent**

At Scamps & Scholars it is our aim to comply with all legislation in force in the area of safety and hygiene including

- Childcare (Preschool Services) (No 2) (Amendment) Regulations, 2006
- Fire Services Act 1981
- Safety; Health & Welfare at Work Act, 2005
- Building Regulations 1997 - 2006
- Ensure the health well-being, and personal safety of all users while on the premises
- have proper accident prevention and emergency procedures agreed and shared with all facility users
- Ensure all agreed safety procedures are reviewed and followed consistently.

### **Responsibilities of Employees**

#### **Employees shall:**

- Take reasonable care of their own Safety, Health and Welfare and that of any other person or children in their care that may be affected by their acts or omissions while at work.
- Familiarise themselves with and always conform to, the organizations Safety, Health and Welfare policy as detailed in the Scamps & Scholars Safety Statement.
- Observe all safety rules and co-operate with their employers to comply with any of the relevant statutory regulations and directives.
- Use any suitable appliance, protective clothing, convenience or equipment in such a manner so as to provide the protection intended for securing their Safety, Health and Welfare while at work.
- Conform to all instructions given by the Manager and others responsible for Safety, Health and Welfare.
- Use only as intended the correct equipment for the jobs, with all appropriate safety devices and keep tools in good condition.
- Direct any suggestions or concerns on matters of Safety, Health and Welfare to the Manager.
- Report to Manager without delay all accidents, damage, defects or issues of safety. This includes accidents or near misses, whether persons are injured or not.
- Ensure that specific statutory training i.e. manual handling and first aid, is completed and updated as required.

**Employees shall not:**

- Intentionally or recklessly interfere with, or misuse any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the Safety, Health and Welfare of persons arising out of work activities.
- Carry out any tasks, which they feel they are not competent to carry out, or which involves unreasonably high risks.
- Be under the influence of any intoxicants likely to affect their ability to work safely or to supervise children. Please report any medical issue likely to affect your safety or that of the children or your colleagues as soon as possible to management.
- Defy any training including manual handling techniques that may put themselves at risk.

**Policy & Procedure****Staffing**

- It is vitally important the service has the recommended ratio of adults to children on the premises.
- There are at least two members of staff with up to date first aid training.
- At least two members of staff will be on the premises at all times.
- The arrival and departure of adults must be made clear and kept on record daily.
- Adults must not drink hot beverages in the room with the children.

**Supervision of Children**

- The arrival and departure of children must be made clear and kept on record daily.
- Appropriate procedures are to be taken to ensure children are always supervised indoors and outdoors.
- Care is taken to ensure children cannot leave the premises undetected.
- Children must be shown and explained the importance of being careful with toys and objects, e.g. How to carry pencils, scissors, and chairs. It is explained that we always sit while eating and never run in the building.

Although we do place a substantial emphasis on the safety of the children in our care, in-line with best practise we do occasional expose, in controlled circumstances children to basic risky play. This is an integral part of any child's development in a world that presents risk on a daily basis. Such an ethos is teaching children to understand reasonable risk and indeed risk management eg how to cross a road safely.

**Equipment & Facilities**

- In planning out the layout of the room, emphasis is given to minimising safety risks and allowing clear space whilst ensuring that activities are carefully monitored.

- All areas to be checked daily upon arrival into rooms, and routinely during the day.
- External exits to be kept clear and unobstructed at all times. In the classroom keep doorway clear and accessible at all times.
- Check all equipment and work areas to ensure it is safe to use prior to using it. Where a defect of safety concern is identified do not use the equipment until it has been cleared for use by the Management.
- There is a phone in the building at all times.
- All water in the children's wash basins are thermostatically controlled, if you suspect that the water is too hot for the children; please report to this to Management.
- Ensure all sockets not in use have safety finger guards in place.
- All equipment should be turned off every evening on locking up, windows and patio doors secured, and all waste material disposed of.
- Toys are to be picked up/tidied away when not in use. All toys with loose pieces or broken removed from use until they are fixed/made safe.
- Special attention must be paid to the outdoor environment.

### **Photocopier/Shredder Access**

The photocopier and shredder are readily available for use during working hours for work related purposes. The use of these machines is subject to a demonstration on how they work. Please ask the Manager.

### **Washing Machine, Dryer and Dishwasher**

A demonstration will be given on how to use both of these machines. The instructions for both of these machines are posted clearly on the wall. If you are in any doubt of how to use either machine please ask the Manager for a demonstration.

### **In General**

All the electrical devices such as toasters, microwaves, etc. cannot be listed here. All employees are asked to bear in mind that not only are these devices essential for the smooth and effective running of the center, but also that they are expensive to replace therefore employees are asked to treat Centre's property as if it is their own. Instructions for all electrical machines for Centre usage are available. If you are in any doubt of how to use any machine please ask the Manager for a demonstration.

Please remember for health and safety purposes all breakages and faults must be reported immediately to the Manager

### **Cleanliness & Hygiene**

- Cleaning and disinfection policies are documented and monitored daily. Reducing cross contamination by using specific cloths (separate cloths for classroom, art/craft, accident and toilet cleaning) and adequate cloth changing must always be implemented.
- A clean as you go policy is in place, floor space in classrooms and walkways must be kept tidy and unobstructed. Storage is provided in each classroom, and must be used to reduce hazards. Food is consumed at

tables only and areas are cleaned after meals to remove spillages. All spillages must be cleaned immediately and wet floor sign displayed.

- All work rooms in particular toys or child contact surfaces cleaned and disinfected regularly. All body fluids to be cleaned up and area disinfected, cloth used to be disposed of. Disposable gloves to be used. Regularly sanitize hands during the day.

### **Fire Safety**

- Fire exits are not locked and access is kept clear at all times with fire extinguishers close to main exit / access. Fire extinguishers are checked annually.
- A standard fire drill is carried out monthly and records are kept.
- Additional fire safety training is carried out periodically.

### **Accidents & Incidents**

- Any injury must be reported and details of the accident are to be recorded in the accident book.
- Incidents of violence against staff, including verbal abuse, will be investigated and appropriate action will be completed by management with the member of staff.
- Minor accidents will be treated on the premises and parents / guardians will be notified of the injury and action taken.
- Scamps & Scholars has access with a local Doctor in case of accidents or sudden illness.
- First Aid box easily identifiable and located in an area known to all staff members. The contents of the First Aid Box are checked once a month.

### **Medicines**

- Medicine can only be administered to children upon the written consent of their parents, or upon direction from management (after consultation with the child's parents). Please ensure that you have another member of staff present with you to verify the medicine administered. Both staff are to sign the medicine form. This practise is to protect you from dangerous occurrences.
- Medicines should be stored appropriately and safely away from the children.

### **Health & Illness**

- All staff should have up-to-date rubella and tetanus vaccinations as a minimum. Additional checks/vaccinations such as TB, polio or Hepatitis A should be maintained as good practise.
- An exclusion policy applies for all persons suffering from an infectious disease in the service for both staff and children. Any person suffering from diarrhoea or vomiting, infectious cough/upper respiratory tract infection, communicable parasitic infection on hands/arms (scabies etc.) shall be excluded from the service until symptoms subside and the person has been medically cleared to return.

- Any person returning to work following an absence which could have health and safety implications (infectious disease, back complaint) must provide Fitness to Work Cert from their doctor.
- No person may work on Scamps & Scholars behalf while under the influence of alcohol or illegal drugs, as this may affect their personal health and safety or that of any other person.
- Scamps & Scholars prohibits smoking in all work areas, within the building and on its grounds.
- A worker specific risk assessment shall be completed, when Management is notified of the pregnancy of an employee. Suitable controls shall be introduced in to the workplace to ensure the work completed by the employee in question does not pose a risk of injury or ill health to mother/baby, so far as is reasonably practicable. In particular issues around, lifting/carrying children/furniture/equipment/materials, seating provisions.

### **Dress Code**

- All staff must wear the correct uniforms associated with your role at the centre. The uniform may be modified occasionally on health & safety grounds in conjunction with the manager eg lighter uniform attire in hot summer weather.
- All staff must wear flat suitable and appropriate shoes; open toed sandals etc., are not permitted.
- Kitchen staff must utilise and if required, request additional Personal Protective equipment such as safety shoes etc.
- Gloves and aprons used for nappy changing.
- Staff handling food, wear appropriate protective clothing.
- **Pandemic periods will require additional precautions in all areas in relation to hygiene practises across the service and also the requirement for additional PPE being utilised where deemed necessary.**

### **Manual Handling**

- Do not lift if you feel the load is too heavy, 2 person lift is advised.
- High chairs may not be lifted or dragged with children in them.
- If you are moving tables on your own, push tables where possible rather than lifting.
- Training on manual handling will be provided periodically.

Please see our manual handling policy.

### **Health & Safety Committee**

Scamps & Scholars operates a Health & safety committee where assigned staff can voluntarily (but paid for their attendance) may attend periodic meetings where all health & safety concerns are discussed and action plans put in place.

This forum is operated and developed by the staff with manager interaction post meetings.

**Approval Date:** \_\_\_\_\_

**Implementation Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**(On behalf of the Board of Directors)**